



Householder Application Validation Checklist

What information do I submit with my application?

Introduction

This document should be used by applicants and agents intending to submit a Householder planning application to the Authority. It provides a checklist of the supporting documentation that may be required at the time of submission. The document is intended to be comprehensive in terms of the wide range of developments that it covers and in the majority of cases not all of the criteria will apply. A pre-application meeting with officers (this could just be an exchange of emails or a phone call) should establish the areas of subject matter and level of detail required to support your application.

The checklist will;

- Identify the type and extent of supporting material necessary
- Give you greater certainty
- Help to minimise the likelihood that validation of your submission will be delayed by us having to request more information.

National Requirements¹

Forms

- Completed application form (3 copies to be supplied unless the application is submitted electronically)

Plans

- The National requirements are for 'a plan which identifies the land to which the application relates'. This shall be met by providing a plan based on an up-to-date map at an identified metric scale. For built up areas and within villages the location plan shall be at a scale of 1:1250 (or 1:2500 in the case of larger or more remote sites) and indicate the direction of North. Wherever possible the plan shall be scaled to fit onto A4 or A3 size paper. The location plan will clearly identify the land to which the application relates within a red line and within a blue line for any other land owned by the applicant located adjacent to the application site. Three copies need to be supplied unless the application is submitted electronically.
- Block plan/Proposed Layout plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and Proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and Proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and Proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100) with details shown in cases where the roof edge is close to the boundary.

Certificates

- **The completed Ownership Certificate** [A, B, C or D – as applicable] as required by Article 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO). If you are unsure about which Certificate to complete contact the Planning Service for advice.
- **The completed, dated Agricultural Holdings Certificate** as required by Article 14 of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO).

¹ The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.

- In addition **where Ownership Certificates B, C or D have been completed, notice[s] as required by Article 13** of The Town & Country Planning (Development Management Procedure) Order 2015 (DMPO) must be given and/ or published in accordance with this Article.

Other Information

- The appropriate fee
- Design and Access Statement (only if the site is in a conservation area)
- Statement of Significance - if any heritage assets are affected (guidance document available at: <http://www.barrowbc.gov.uk/residents/planning/development-control/planning-forms-and-guidance/>)

Local Requirements

Shall include the following as may be relevant to the application;

- Assessment for the Treatment of Foul Sewage (Drainage Supplement Form Pa3)
- Flood Risk Assessment (check if the site falls within flood zones 2 or 3) Visit: <https://www.gov.uk/government/organisations/environment-agency>
- Ground Investigation report (required where the site history indicates previous polluting uses)
- Mining Subsidence Report (where the site is in a historic mining area such as Dalton, Askam, and outlying areas)
- Photographs/photomontages
- Parking and Access Arrangements
- Planning Statement
- Tree survey (where trees are present on the site) identifying existing trees, and, where the development is in close proximity to the tree(s), the extent of the canopy and the proposed root protection area
- Protected Species Survey (where protected species are known to exist) or Phase 1 survey to identify likelihood of species (visit: <https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#standing-advice-for-protected-species> for Standing Advice on Protected Species)

Other Local Requirements

- Unique reference numbers on all plans and drawings
- All location plans must be correctly licenced and show a valid licence number. This is to ensure that the council do not breach copyright or national agreements by displaying un-copyrighted material.
- A clear and full description of the proposed works
- Where work is proposed in close proximity to a boundary, the details of eaves and foundations shall be shown relative to the boundary to a scale not less than 1:20
- ALL plans must include a scale bar.
- If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.

Finally

It will help if you;

- Include all of the information at the start
- Pay the fee at the time of submission
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

Contact us

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Development Control
Town Hall
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